

Restrictive Purchase of Service Method of Procurement

Brief Description	Award without competition when certain conditions are met.
Bases for Use	<p>Bases for restrictive purchase include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Need for a service in a geographic area available from only one provider. 2. Need for a service with a unique cultural approach designed for a limited target group available from only one provider. 3. Only one provider satisfies limitations imposed by funding source.
Solicitation Required	No. However, public notice of intention to utilize a restrictive or sole source contract must be (1) posted in an accessible area, (2) posted on the Procurement Notices System (PNS) website, and (3) published in the newspaper.
Term Limit of Contract	Not to exceed two years.
Approval Required	Head of purchasing agency makes a written determination. Chief procurement officer approves the determination in writing.
Monetary Cap	Limited by availability of funds.
Protests	May protest a purchasing agency's failure to follow procedures of this chapter or rules of the policy board. Also contains a request for reconsideration process.
Procedures	<p>Purchasing agency submits written determination with evidence supporting the request for restrictive purchase to chief procurement officer. Chief procurement officer reviews request and, if approved, purchasing agency (1) posts the public notice in an accessible area and on the Procurement Notices System (PNS) website, and (2) publishes the notice in the newspaper. Purchasing agency shall include a statement that any person may file a written protest, the address of person or purchasing agency with whom protests are to be filed, and the protest due date.</p> <p>Written determination, any protests, written summary of disposition of any protest will be included in the contract database.</p>
Reference	<p>Hawaii Revised Statutes</p> <p style="padding-left: 40px;">§103F-403 §103F-501 §103F-502 §103F-503 §103F-504 and</p> <p>Hawaii Administrative Rules</p>